

PLANNING & DEVELOPMENT DEPARTMENT

GENERAL PLAN AMENDMENT SUBMITTAL REQUIREMENTS

PRE-APPLICATION CONFERENCE: A pre-application conference with a representative from the Department of Planning & Development is required before submitting an application. It is the responsibility of the applicant to schedule the pre-application conference by submitting a completed Pre-Application Conference Request form. See Planning Commission Meeting Schedule for pre-application conference and submittal closings dates.

PRE-APPLICATION SUBMITTAL CHECKLIST: A Submittal Checklist with an **original signature** by the planner conducting the Pre-Application Conference is required.

APPLICATION/PETITION FORM: A completed Application/Petition Form is required. The owner(s) the of real property must sign this form, or submit a Power of Attorney authorizing an agent to sign. A Notary Public must notarize the signature. When the property owner(s) reside outside of Nevada, the signature may be notarized in another state.

DEED & LEGAL DESCRIPTION: In order to verify ownership, a copy of the recorded deed(s) for the subject property(ies), including exhibits and attachments, is required. The deed and all attachments must be legible. A legal description of the property(ies) involved must be submitted on a 3.5" floppy disk in Word 2000 or compatible format. A hard copy of the legal description must also be provided.

JUSTIFICATION LETTER: A detailed letter that explains the request, the intended use of the property, and how the project meets/supports existing City policies and regulations is required. The letter shall list specific factors that explain why the proposal promotes public health, safety, and general welfare in accordance with LVMC 19.18.030.

FEES: \$750 plus \$150 for notification and advertising costs.

NOTE: A neighborhood meeting is required for this application. Property owner labels are available from the Planning & Development Department for \$50. Please include a separate letter requesting labels.

ASSESSOR'S PARCEL MAP: A copy of the Clark County Assessor's Office Parcel Number Map that is used to verify the parcel number(s) and location(s) of the subject property(ies) is required. These maps may be obtained from the Clark County Assessor's Office located at 500 S. Grand Central Parkway or through the Clark County website at (www.co.clark.nv.us).

ALL PLANS SUBMITTED MUST BE NO SMALLER THAN 11x17 AND NO LARGER THAN 24x36.

LOCATION MAP: (19 folded/1 rolled, colored) The location map should show the general plan designations for the subject site and the surrounding area.

LASER PRINT: A reduced, black & white 8.5x11 (high resolution) copy of **above** required plans and drawings is required.

STATEMENT OF FINANCIAL INTEREST: A completed Statement of Financial Interest is required.